

## **CAMP TOWHEE**

### **SUMMER STAFF JOB DESCRIPTION**

**POSITION: Experiential Arts Program Supervisor**

**REPORTS TO: Camp Director**

**POSITIONS SUPERVISED: Experiential Arts Program Leaders (Music and Art Streams)**

#### **JOB SUMMARY**

To oversee the planning, coordination and implementation of all experiential arts programming at Camp Towhee. To ensure that all experiential arts programs are designed and facilitated to meet the needs and abilities of campers. To supervise, evaluate and support the Experiential Arts Program Leaders and ensure that they have a clear understanding of all Camp Towhee policies, practices and procedures. To work as part of the overall staff team to design, develop, and implement camp-wide theme programs, which encourage positive interactions among campers and staff. To adhere to and interpret to other staff and campers the policies, practices and procedures of Camp Towhee, and to act as a positive role model at all times.

#### **DUTIES AND RESPONSIBILITIES**

##### **1) PROGRAM DESIGN AND DEVELOPMENT**

Work with the Experiential Arts Program Leaders to plan and facilitate programs for campers that:

- are safe (emotionally and physically)
- are fun and recreational
- meet therapeutic goals
- are sensitive to the campers' needs and abilities
- are varied
- provide for challenge and growth
- build self esteem and social competence
- foster positive interactions and relationships
- elicit campers' ideas and input
- foster camper leadership and independence
- are evaluated thoroughly by campers and staff throughout
- are meeting the goals and objectives of the overall program
- are process focused
- cater to individual and group skill and interest
- are flexible

##### **2) PROGRAM SUPERVISION AND SAFETY**

Supervise all activities in the Experiential Arts Program Area by:

- ensuring that all campers and staff are aware of and abide by all program safety guidelines and policies
- checking equipment for safety and cleanliness
- ensuring supplies are organized, secured and sufficient
- implementing a sign out system which incorporates responsibility for all equipment taken out
- encouraging and motivating campers and staff to participate in activities that are creative and age appropriate
- responding to all emergencies or potential emergencies in a calm, professional and appropriate manner, within the policies and guidelines of the camp and the scope of professional training
- organizing and implementing a clear program rotation schedule

3) STAFF SUPERVISION

Provide supervision and support to the Experiential Arts Program Staff by:

- meeting daily to provide feedback and support
- co-facilitate program sessions with leaders, as needed or desired
- evaluating them orally on a regular basis and in writing during each session
- giving positive reinforcement and keeping up staff morale
- ensuring that they understand and abide by all camp policies and practices
- coordinating days off and communicating these to the Assistant Camp Director
- ensuring that there is adequate coverage for programming at all times
- being a positive role model and giving proper leadership and direction to the team

4) SUPERVISION

Receive supervision and support by:

- meeting regularly with the Director for feedback
- acting on feedback received
- seeking out direction from your supervisor whenever you are unsure or unclear about anything
- being an active member of the Program Team, giving input and suggestions and problem solving

5) PARTICIPATE fully as part of the Program Team and part of the overall staff team by:

- meeting regularly with the Program Team to plan, provide support, and problem solve
- working cooperatively with the Program Team, and all other staff
- supporting and interpreting to other staff all camp policies
- acting as a positive role model at all times
- assisting in the overall camp program by suggesting ideas, giving leadership when required, and completing all duties as assigned

6) DOCUMENTATION

- ensure all forms and reports are accurately completed and within the guidelines of the camp; this includes incident reports, staff evaluations, program planning forms and evaluations, and supply requisition forms, as well as a detailed program report and detailed final inventory to be handed in to the Camp Directors prior to the end of the summer
- ensure that the Camp Director is informed immediately of any/all necessary or potential Children's Aid Society reports. The staff member must make the official report to C.A.S.

7) OTHER RELATED DUTIES:

- create and facilitate pre-camp workshops
- perform all other related duties as assigned by the Camp Directors